

**Instructions for  
Exhibit A - Scope of Work, Att 1 - Schedule and Gantt Chart,  
and Exhibit B - Budget Forms**

**I. General Instructions for Completing the Spreadsheets in this Workbook**

This workbook contains spreadsheets for the Schedule of Deliverables and Due Dates, Gantt Chart, budget forms for the prime contractor and major subcontractors, and a List of Contacts. Specific instructions for each of the spreadsheets in this workbook are below.

The electronic version of these documents shows cells of different color. Fill in only the non-colored cells for each of the spreadsheets. Do NOT enter data in the blue cells. Blue cells contain formulas or data transferred from other spreadsheets. Blue cells and many of the yellow cells (headings) are protected to prevent accidental changes. However, there is no password, so if you are experienced with Excel and need to make changes you can do so.

**II. Instructions for Ex A Att-1, Schedule of Deliverables and the Gantt Chart**

**A. Schedule of Deliverables and Due Dates (Tab: Ex Att-1 Schedule)**

For each Administrative Task, insert the planned start and completion dates. Please note that it will take approximately two months from the date that you complete and turn in these forms to Sparkey until there is a final, approved agreement. Thus, pick a start date, accordingly. This will prevent having to re-do both the Schedule and Gantt Chart.

For each Technical Task, insert in the appropriate columns, the name of the task, the name of the deliverables associated with each task, and the planned start and completion dates. Delete or add lines as necessary. Because the task names (up to number 20) are linked with the budget forms, once they are typed onto the Schedule, they will carry forward to the budgets. If your project contains more than 20 tasks, you will have to link the additional cells or type them in the budget forms.

The Critical Project Reviews are only shown for example purposes. Delete the examples and place them in the appropriate places for your project.

Do not insert any information in the columns labeled "PIER Funds" and "Match Funds." These cells are linked to the budget forms and will automatically fill in once the budget forms are complete.

**B. Gantt Chart (Tab: Ex A Att-1 Gantt)**

For each Task, graph the planned start and completion dates as listed on the Schedule of Deliverables and Due Dates. Add and delete lines as necessary, and use gray shading (for ease in black&white copying).

Modify the years to accommodate the time frames for your project. Because the months are divided into 1/4 increments, the Gantt chart can be accurate to the nearest week.

The chart has been pre-set to print as a single, landscape sheet. Please keep it that way.

If you have alternate means of creating a Gantt Chart (such as Microsoft Project), then you may use it. However, please make it print one landscape sheet.

**III. Instructions For Exhibit B (Budget Forms)**

The Prime Contractor and Major Subcontractors must submit information on all the Exhibit B Budget forms. (A "Major"

For each person or job classification, first list their current hourly rate in the "Current Hourly Rate (\$)" column. In the remaining columns, enter the rates for the entire term of the Agreement, as shown on the Std. 213. Projected rates are acceptable and expected, average rates are not acceptable. Providing hourly rate ranges (e.g. \$50 - \$75) for a given period of time is also acceptable. If awarded an Agreement, the rates in your proposal become part of the signed Agreement and may not be changed. Thus, you cannot bill for more than the rate or the top of the rate range provided for the given period of time.

**Your actual rates cannot exceed the rates specified in this exhibit.**

**THE RATES IDENTIFIED IN YOUR BUDGET BECOME PART OF THE CONTRACT AND MAY NOT BE CHANGED. YOU MAY PROVIDE A SALARY RATE OR RANGE BY NAME OR CLASSIFICATION. THE SALARY RATE IS CAPPED. THE TOP OF EACH RANGE IS CAPPED FOR REIMBURSEMENT BY THE COMMISSION. THE COMMISSION WILL REIMBURSE ONLY ACTUAL COSTS WITHIN THE CAPPED RATE OR RANGE. AVERAGE RATES ARE NOT ACCEPTABLE.**

**Except** as provided for in the contract, Contractor shall use the Federal OMB Circulars A-87, A-21, A-122 or FAR Part 31 in determining allowable and unallowable costs. **This PIER research program will not fund “public works” as defined by Public Contract Code section 1101, or Labor Code section 1720(c)(1)&(3). Therefore, contracts awarded under this solicitation are not subject to the prevailing wage requirements for “public works”.**

**A. Budget Summary (Tab: Ex B Summary)**

Do **not** enter any data in this spreadsheet. These are the total task budgets, and the amounts will automatically fill in once information is entered on the individual task budgets.

**B. PIER Budget (Tabs: Ex B Prime PIER, Ex B Sub#1 PIER, etc. if more than one major subcontractor)**

Generally, fill in the PIER reimbursable amounts for each Task.

**Rows**

For Task 1.1, Kick-off Meeting, and Task 1.3, Final Meeting, budget for the number of technical and administrative personnel who will be attending the meeting with PIER staff in Sacramento.

Tasks 1.5 and 1.9 do not require funding, which is why the budgets for these tasks are listed as zero.

Tasks 1.7 and 1.8 are not reimbursable with PIER funds. Match funds must be used for them.

For Task 1.6, the Final Report, budget for 1 month for your top technical person and/or best technical writer.

**Columns**

For all columns under Project Operating Expenses each project operating expense should include, if applicable, direct overhead.

For any amounts listed in the "Travel" column, for any amounts over \$5,000 listed in the "Equipment" column, and for totals over \$5,000 in either of the columns "Materials" and "Miscellaneous", both the Prime Contractor and Major Subcontractors must provide details of these expenditures on the corresponding tables in the worksheet with the tab labeled "Ex. B Travel & Equipment."

Do not fill in the column "Major Subcontractors." This information will fill in automatically from their budget forms.

Regarding the column "Profit," the Prime Contractor cannot derive profit on subcontractor invoices, and profit cannot exceed 10% of the PIER funds allocated to the Task. For Subcontractors, profit is not allowed on sub-subcontractor invoices, and profit cannot exceed 10% of the PIER funds allocated to the Task.

Each of the columns making up the "Project Operating Expenses" should include, if applicable, direct overhead.

**C. Match Budget (Tabs: Ex B Prime-Match, Ex B Sub#1 Match, etc. if more than one major subcontractor)**

Fill in the amounts of match funding in each of the cells except for the rows of Task 1.5 and 1.9 and for the column "Major Subcontractors." Tasks 1.5 and 1.9 do not have any expenses associated with them, and the Major Subcontractor column is calculated from other budget worksheets.

**D. Personnel Hourly Rates and Benefits (Tabs: Ex B Prime Rates, Ex B Sub#1 Rates, etc. if more than one major subcontractor)**

In the first two columns, list the names and job classifications for everyone from the Prime Contractor (or Major Subcontractor on its form) that will be directly billed to this project. If names are not known, list the job classifications. Individuals added after the Agreement is awarded **must** fall into one of the classifications and rates listed, so include all classifications that could be directly billed to this project.

For each person or job classification, list the unloaded hourly rates in the columns for the entire term of the Agreement, as shown on the Std. 213. Projected rates are acceptable and expected, average rates are not acceptable. Providing hourly rate ranges (e.g. \$50 - \$75) for a given period of time is also acceptable. If awarded an Agreement, the rates in your proposal become part of the signed Agreement and may not be changed. Thus, you cannot bill for more than the rate or the top of the rate range provided for the given period of time.

**E. Calculation of Fringe Benefits, Indirect Overhead, General Administrative Expenses, and Profit Rates (Tabs: Ex B Prime Fee Calc, Ex B Sub#1 Fees Calc, etc. if more than one major subcontractor)**

Provide fringe, indirect overhead, G&A and profit rates (%). Profit cannot exceed 10% of the PIER funds allocated to the project. Change the column headings, if appropriate, to match your chart of accounts.

Show the formulas you used to calculate billable charges for fringe, indirect overhead, G&A, and Profit. The Prime Contractor may not apply profit to subcontractor invoices, nor may subcontractors apply profit to sub-subcontractor invoices.

List items you include in each category (Fringe Benefits, Indirect Overhead, and G&A).

**Note:** If your accounting systems and rate structures have been audited by an external agency, please provide a copy of their acceptance/approval of your rates and fees.

**Except** as provided for in the contract, Contractor shall use the Federal OMB Circulars A-87, A-21, A-122 or FAR Part 31 in determining allowable and unallowable costs.

**F. Direct Labor by Task (Tabs: Prime Task Labor, Ex B Sub#1 Task Labor, etc. if more than one major subcontractor)**

In the first two columns, list the same names and job classifications as listed on the Personnel Hourly Rates and Benefits form. (See D, above)

Insert the number of hours that each person/position listed will work on the corresponding tasks.

**G. Pre-approved Travel, Equipment List, Materials List, and Miscellaneous Expenditures (Tab: Ex B, Travel & Equipment)**

If on the PIER budget forms for the Prime Contractor and all Major Subcontractors there are amounts listed under the columns "Travel," "Equipment," "Materials," and "Miscellaneous," then you must provide details of those expenditures on the corresponding tables in this worksheet.

Task numbers must be entered for all items on each table. The task numbers do not carry forward from other worksheets because not all tasks will have money allocated to these areas.

**Pre-approved Travel List**

For Pre-approved Travel, include at least 3 meetings: the kick-off meeting, critical project review(s) meetings, and the final meeting. Also include any other trips that you can identify. Any trips not identified here will need prior written approval by the Commission Contract Manager. Along with the purpose, include the destination, person or people taking the trip, and the amount for each trip. Please note that travel is reimbursed at state rates.

**Pre-approved Equipment List**

List equipment that will be purchased partly or in full with PIER funds. Include the name, a description, the purpose and the amount of each piece of equipment. Anything that costs more than \$5,000 and has a useful life of more than 1 year is considered equipment. This definition includes the purchase of components that will be assembled into something that costs more than \$5,000 and has a useful life of more than 1 year. If possible, funds other than those from PIER, including match funds should be used to purchase equipment. **Equipment purchased partly or fully with PIER funds will be listed on a UCC.1 form that will be completed by the Commission Contracts Officer and filed with the Secretary of State's Office prior to the start of the Agreement.**

**Materials**

Please fill out the information requested if the materials total over \$5,000.

**Miscellaneous Expenditures**

Please fill out the information requested if the miscellaneous expenditures total over \$5,000.

**IV. Instructions for Exhibit F, List of Contacts, (Tab: Exh F - List of Contacts)**

Insert the name, address, phone number, fax number, and e-mail address of the Contractor's Project Manager, Contracts Officer, Accounting Invoicing Contact, and Legal Notice in the spaces provided.

**Exhibit A**  
**Attachment A-1**  
**Schedule of Deliverables and Due Dates**

Insert Name of Company or Organization						
Task Number	Task Name	Deliverable(s)	Planned Start Date	Planned Completion Date	PIER Funds	Match Funds
<b>1.0</b>	<b>Administration</b>					
1.1	Attend Kick-off Meeting	An Updated Schedule of Deliverables			0	0
		An Updated Gantt Chart				
		An Updated List of Match Funds				
		An Updated List of Permits				
		Schedule for Recruiting PAC Members (optional)				
1.2	CPR Meetings	CPR Report(s)			0	0
		CPR deliverables identified in this Scope of Work				
	<b>Commission Contract Manager Deliverables</b>					
		Agenda and a List of Expected Participants				
		Schedule for Written Determination				
		Written Determination				
1.3	Final Meeting	Written documentation of meeting sgreements and all pertinent information			0	0
		Schedule for completing closeout activities				
1.4	Monthly Progress Reports	Monthly Progress Reports			0	0
1.5	Test Plans, Technical Reports and Interim Deliverables				0	0
1.6	Final Report					
1.6.1	Final Report Outline	Draft Outline of the Final Report			0	0
		Final Outline of the Final Report				
1.6.2	Final Report	Draft Final Report			0	0
		Final Report				
1.7	Identify and Obtain Matching Funds	A letter regarding Match Funds or stating that no Match Funds are provided			0	0
		Letter(s) for New Match Funds				
		A copy of each Match Fund commitment letter				
		Letter that Match Funds were Reduced (if applicable)				
1.8	Identify and Obtain Required Permits	A letter documenting the Permits or stating that no Permits are required			0	0
		Updated list of Permits as they change during the Term of the Agreement				
		Updated schedule for acquiring Permits as it changes during the Term of the Agreement				
		A copy of each approved Permit				

**Exhibit A**  
**Attachment A-1**  
**Schedule of Deliverables and Due Dates**

1.9	Electronic File Format	A Letter requesting exemption from the Electronic File Format (if applicable)			0	0
1.10	Establish the PAC	Draft List of PAC Members			0	0
		Final List of PAC Members				
		Letters of acceptance, or other comparable documentation of commitment for each PAC Member				
1.11	Conduct PAC Meetings	Draft PAC Meeting Schedule			0	0
		Final PAC Meeting Schedule				
		PAC Meeting Agenda(s) with Back-up Materials for Agenda Items				
		Written PAC meeting summaries, including recommended resolution of major PAC issues				
	<b>Technical Tasks</b>					
Task 2	ZENH Design	Name of Deliverables for Task 2 (one deliverable per line)			0	0
	<b>Critical Project Review</b>					
Task 3	Innovative ZENH Business Models	Name of Deliverables for Task 3 (one deliverable per line)			0	0
	<b>Critical Project Review</b>					
Task 4	ZENH Demonstration	Name of Deliverables for Task 4 (one deliverable per line)			0	0
Task 5	ZENH Monitoring and Evaluation	Name of Deliverables for Task 5 (one deliverable per line)			0	0
	<b>Critical Project Review</b>					
Task 6	ZENH Market Sustainability	Name of Deliverables for Task 6 (one deliverable per line)			0	0
Task 7	Name of Task 7	Etc. . .			0	0
Task 8	Name of Task 8				0	0
Task 9	Name of Task 9				0	0
Task 10	Name of Task 10				0	0
Task 11	Name of Task 11				0	0
Task 12	Name of Task 12				0	0
Task 13	Name of Task 13				0	0
Task 14	Name of Task 14				0	0
Task 15	Name of Task 15				0	0
Task 16	Name of Task 16				0	0
Task 17	Name of Task 17				0	0
Task 18	Name of Task 18				0	0
Task 19	Name of Task 19				0	0
Task 20	Name of Task 20				0	0
				<b>Total</b>	\$ -	\$ -

**Exhibit A**  
**Attachment A-1**  
**Gantt Chart**

	2002				2003												2004												2005												2006											
Task	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec												
1.1					<div>Example Only</div> <div>Delete</div>																																															
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**Exhibit B**  
**Budget Summary**

Summary Project Budget		PIER Reimbursable Task Costs	Task Match Funds	Total Task Costs
Insert Name of Company or Organization				
Task 1	Administration	0	0	0
Project Technical Activities				
Task 2	ZENH Design	0	0	0
Task 3	Innovative ZENH Business Models	0	0	0
Task 4	ZENH Demonstration	0	0	0
Task 5	ZENH Monitoring and Evaluation	0	0	0
Task 6	ZENH Market Sustainability	0	0	0
Task 7	Name of Task 7	0	0	0
Task 8	Name of Task 8	0	0	0
Task 9	Name of Task 9	0	0	0
Task 10	Name of Task 10	0	0	0
Task 11	Name of Task 11	0	0	0
Task 12	Name of Task 12	0	0	0
Task 13	Name of Task 13	0	0	0
Task 14	Name of Task 14	0	0	0
Task 15	Name of Task 15	0	0	0
Task 16	Name of Task 16	0	0	0
Task 17	Name of Task 17	0	0	0
Task 18	Name of Task 18	0	0	0
Task 19	Name of Task 19	0	0	0
Task 20	Name of Task 20	0	0	0
	Technical Activities Subtotals	0	0	0
	Project Totals	Total PIER Cost	Total Match Funds	Total Project Cost
		0	0	0



**Exhibit B, Table 1**  
**Prime Contractor PIER Budget**

Budget for PIER Reimbursement to Prime Contractor		Personal Services		Project Operating Expenses (1)						Fees			PIER Reimbursable Task Costs	
Insert Name of Company or Organization		Direct Labor	Fringe Benefits	Materials	Equipment	Travel	Misc.	Minor Subcontractors	Major Subcontractors (2)	Indirect Overhead	G&A	Profit (3)		
<b>1.0</b>	<b>Project Administration Activities</b>													
1.1	Attend Kick-off Meeting								0				0	
1.2	CPR Meetings								0				0	
1.3	Final Meeting								0				0	
1.4	Monthly Progress Reports								0				0	
1.5	Test Plans, Technical Reports and Interim Deliverables	0	0	0	0	0	0	0	0	0	0	0	0	
1.6	Final Report								0				0	
1.6.1	Final Report Outline								0				0	
1.6.2	Final Report								0				0	
1.7	Identify and Obtain Matching Funds	0	0	0	0	0	0	0	0	0	0	0	0	
1.8	Identify and Obtain Required Permits	0	0	0	0	0	0	0	0	0	0	0	0	
1.9	Electronic File Format	0	0	0	0	0	0	0	0	0	0	0	0	
1.10	Establish the PAC								0				0	
1.11	Conduct PAC Meetings								0				0	
	<b>Administration Activities Subtotals</b>	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Project Technical Activities(Delete rows as necessary)</b>														
Task 2	ZENH Design								0				0	
Task 3	Innovative ZENH Business Models								0				0	
Task 4	ZENH Demonstration								0				0	
Task 5	ZENH Monitoring and Evaluation								0				0	
Task 6	ZENH Market Sustainability								0				0	
Task 7	Name of Task 7								0				0	
Task 8	Name of Task 8								0				0	
Task 9	Name of Task 9								0				0	
Task 10	Name of Task 10								0				0	
Task 11	Name of Task 11								0				0	
Task 12	Name of Task 12								0				0	
Task 13	Name of Task 13								0				0	
Task 14	Name of Task 14								0				0	
Task 15	Name of Task 15								0				0	
Task 16	Name of Task 16								0				0	
Task 17	Name of Task 17								0				0	
Task 18	Name of Task 18								0				0	
Task 19	Name of Task 19								0				0	
Task 20	Name of Task 20								0				0	
	<b>Technical Activities Subtotals</b>	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Prime Contractor</b>														
	Direct Labor													
	Fringe Benefits													
	Materials													
	Equipment													
	Travel													
	Misc.													
	Minor Subcontractors													
	Major Subcontractors													
	Indirect Overhead													
	G&A													
	Profit													
	<b>PIER Reimbursable Totals</b>	0	0	0	0	0	0	0	0	0	0	0	0	
	<b>Percent of the Total</b>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
<b>Total project expenses =</b>										0	<b>Total overhead &amp; profit =</b>			0

(1) Each project operating expense should include, if applicable, direct overhead.

(2) Subcontracts worth \$100,000 or 25% of the total award, whichever is less.

(3) Prime Contractor profit not allowed on Subcontractor invoices and profit cannot exceed 10% of the PIER funds allocated to the Task.

**Exhibit B, Table 1**  
**Major Subcontractor #1 PIER Budget**

Budget for PIER Reimbursement to Major Subcontractor #1 (1)		Personal Services		Project Operating Expenses (2)					Fees			PIER Reimburs-ableTask Costs for Major Sub #1
Insert Name of Major Subcontractor #1		Direct Labor	Fringe Benefits	Materials	Equipment	Travel	Misc.	Minor Subcon-tractors	Indirect Overhead	G&A	Profit (3)	
1.0	Project Administration Activities											
1.1	Attend Kick-off Meeting											0
1.2	CPR Meetings											0
1.3	Final Meeting											0
1.4	Monthly Progress Reports											0
1.5	Test Plans, Technical Reports and Interim Deliverables	0	0	0	0	0	0	0	0	0	0	0
1.6	Final Report											0
1.6.1	Final Report Outline											0
1.6.2	Final Report											0
1.7	Identify and Obtain Matching Funds	0	0	0	0	0	0	0	0	0	0	0
1.8	Identify and Obtain Required Permits	0	0	0	0	0	0	0	0	0	0	0
1.9	Electronic File Format	0	0	0	0	0	0	0	0	0	0	0
1.10	Establish the PAC											0
1.11	Conduct PAC Meetings											0
	Administration Activities Subtotals	0	0	0	0	0	0	0	0	0	0	0
Project Technical Activities (Delete rows as necessary)												
Task 2	ZENH Design											0
Task 3	Innovative ZENH Business Models											0
Task 4	ZENH Demonstration											0
Task 5	ZENH Monitoring and Evaluation											0
Task 6	ZENH Market Sustainability											0
Task 7	Name of Task 7											0
Task 8	Name of Task 8											0
Task 9	Name of Task 9											0
Task 10	Name of Task 10											0
Task 11	Name of Task 11											0
Task 12	Name of Task 12											0
Task 13	Name of Task 13											0
Task 14	Name of Task 14											0
Task 15	Name of Task 15											0
Task 16	Name of Task 16											0
Task 17	Name of Task 17											0
Task 18	Name of Task 18											0
Task 19	Name of Task 19											0
Task 20	Name of Task 20											0
	Technical Activities Subtotals	0	0	0	0	0	0	0	0	0	0	0

Major Subcontractor #1	Direct Labor	Fringe Benefits	Materials	Equipment	Travel	Misc.	Minor Subcontractors	Indirect Overhead	G&A	Profit	Major Sub #1 PIER Reimbursable Cost
PIER Reimbursable Totals	0	0	0	0	0	0	0	0	0	0	0
Percent of the Total	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
			Total project expenses =					0	Total overhead & profit =		0

(1) Subcontracts worth \$100,000 or 25% of the total award, whichever is less.

(2) Each project operating expense should include, if applicable, direct overhead.

(3) Subcontractor profit is not allowed on Sub-subcontractor invoices and profit cannot exceed 10% of the PIER funds allocated to the Task.

**Exhibit B, Table 1**  
**Major Subcontractor #2 PIER Budget**

Budget for PIER Reimbursement to Major Subcontractor #2 (1)		Personal Services		Project Operating Expenses (2)					Fees			PIER Reimbursable Task Costs for Major Sub #2
Insert Name of Major Subcontractor #2:		Direct Labor	Fringe Benefits	Materials	Equipment	Travel	Misc.	Minor Subcontractors	Indirect Overhead	G&A	Profit (3)	
<b>1.0 Project Administration Activities</b>												
1.1	Attend Kick-off Meeting											0
1.2	CPR Meetings											0
1.3	Final Meeting											0
1.4	Monthly Progress Reports											0
1.5	Test Plans, Technical Reports and Interim Deliverables	0	0	0	0	0	0	0	0	0	0	0
1.6	Final Report											0
1.6.1	Final Report Outline											0
1.6.2	Final Report											0
1.7	Identify and Obtain Matching Funds	0	0	0	0	0	0	0	0	0	0	0
1.8	Identify and Obtain Required Permits	0	0	0	0	0	0	0	0	0	0	0
1.9	Electronic File Format	0	0	0	0	0	0	0	0	0	0	0
1.10	Establish the PAC											0
1.11	Conduct PAC Meetings											0
	<b>Administration Activities Subtotals</b>	0	0	0	0	0	0	0	0	0	0	0
<b>Project Technical Activities (Delete rows as necessary)</b>												
Task 2	ZENH Design											0
Task 3	Innovative ZENH Business Models											0
Task 4	ZENH Demonstration											0
Task 5	ZENH Monitoring and Evaluation											0
Task 6	ZENH Market Sustainability											0
Task 7	Name of Task 7											0
Task 8	Name of Task 8											0
Task 9	Name of Task 9											0
Task 10	Name of Task 10											0
Task 11	Name of Task 11											0
Task 12	Name of Task 12											0
Task 13	Name of Task 13											0
Task 14	Name of Task 14											0
Task 15	Name of Task 15											0
Task 16	Name of Task 16											0
Task 17	Name of Task 17											0
Task 18	Name of Task 18											0
Task 19	Name of Task 19											0
Task 20	Name of Task 20											0
	<b>Technical Activities Subtotals</b>	0	0	0	0	0	0	0	0	0	0	0

  

Major Subcontractor #2	Direct Labor	Fringe Benefits	Materials	Equipment	Travel	Misc.	Minor Subcontractors	Indirect Overhead	G&A	Profit	Major Sub #2 PIER Reimbursable Cost
<b>PIER Reimbursable Totals</b>	0	0	0	0	0	0	0	0	0	0	0
<b>Percent of the Total</b>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>Total project expenses =</b>							0	<b>Total overhead &amp; profit =</b>		0	

(1) Subcontracts worth \$100,000 or 25% of the total award, whichever is less.

(2) Each project operating expense should include, if applicable, direct overhead.

(3) Subcontractor profit is not allowed on Sub-subcontractor invoices and profit cannot exceed 10% of the PIER funds allocated to the Task.

**Exhibit B, Table 2**  
**Prime Contractor Match Budget**

		Personal Services		Project Operating Expenses						Fees			Prime's Total Task Match Funds
Insert Name of Company or Organization		Direct Labor	Fringe Benefits	Materials	Equipment	Travel	Misc.	Minor Subcontractors	Major Subcontractors	Indirect Overhead	G&A	Profit	
<b>1.0 Project Administration Activities</b>													
1.1	Attend Kick-off Meeting								0				0
1.2	CPR Meetings								0				0
1.3	Final Meeting								0				0
1.4	Monthly Progress Reports								0				0
1.5	Test Plans, Technical Reports and Interim Deliverables	0	0	0	0	0	0	0	0	0	0	0	0
1.6	Final Report								0				0
1.6.1	Final Report Outline								0				0
1.6.2	Final Report								0				0
1.7	Identify and Obtain Matching Funds								0				0
1.8	Identify and Obtain Required Permits								0				0
1.9	Electronic File Format	0	0	0	0	0	0	0	0	0	0	0	0
1.10	Establish the PAC								0				0
1.11	Conduct PAC Meetings								0				0
	<b>Administration Activities Subtotals</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Project Technical Activities (Delete rows as necessary)</b>													
Task 2	ZENH Design								0				0
Task 3	Innovative ZENH Business Models								0				0
Task 4	ZENH Demonstration								0				0
Task 5	ZENH Monitoring and Evaluation								0				0
Task 6	ZENH Market Sustainability								0				0
Task 7	Name of Task 7								0				0
Task 8	Name of Task 8								0				0
Task 9	Name of Task 9								0				0
Task 10	Name of Task 10								0				0
Task 11	Name of Task 11								0				0
Task 12	Name of Task 12								0				0
Task 13	Name of Task 13								0				0
Task 14	Name of Task 14								0				0
Task 15	Name of Task 15								0				0
Task 16	Name of Task 16								0				0
Task 17	Name of Task 17								0				0
Task 18	Name of Task 18								0				0
Task 19	Name of Task 19								0				0
Task 20	Name of Task 20								0				0
	<b>Technical Activities Subtotals</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Prime Contractor</b>		Direct Labor	Fringe Benefits	Materials	Equipment	Travel	Misc.	Minor Subcontractors	Major Subcontractors	Indirect Overhead	G&A	Profit	Total Match Funds
<b>Match Funds Totals</b>		0	0	0	0	0	0	0	0	0	0	0	0
<b>Percent of the Total</b>		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total project expenses =									0	Total overhead & profit =		0	

**Exhibit B, Table 2**  
**Major Subcontractor #1 Match Budget**

Budget for Match Funding Supplied by Major Subcontractor #1		Personal Services		Project Operating Expenses					Fees			Major Sub #1's Total Task Match Funds
Insert Name of Major Subcontractor #1		Direct Labor	Fringe Benefits	Materials	Equipment	Travel	Misc.	Minor Subcon- tractors	Indirect Overhead	G&A	Profit	
<b>1.0</b>	<b>Project Administration Activities</b>											
1.1	Attend Kick-off Meeting											0
1.2	CPR Meetings											0
1.3	Final Meeting											0
1.4	Monthly Progress Reports											0
1.5	Test Plans, Technical Reports and Interim Deliverables	0	0	0	0	0	0	0	0	0	0	0
1.6	Final Report											0
1.6.1	Final Report Outline											0
1.6.2	Final Report											0
1.7	Identify and Obtain Matching Funds											0
1.8	Identify and Obtain Required Permits											0
1.9	Electronic File Format	0	0	0	0	0	0	0	0	0	0	0
1.10	Establish the PAC											0
1.11	Conduct PAC Meetings											0
	<b>Administration Activities Subtotals</b>	0	0	0	0	0	0	0	0	0	0	0
<b>Project Technical Activities(Delete rows as necessary)</b>												
Task 2	ZENH Design											0
Task 3	Innovative ZENH Business Models											0
Task 4	ZENH Demonstration											0
Task 5	ZENH Monitoring and Evaluation											0
Task 6	ZENH Market Sustainability											0
Task 7	Name of Task 7											0
Task 8	Name of Task 8											0
Task 9	Name of Task 9											0
Task 10	Name of Task 10											0
Task 11	Name of Task 11											0
Task 12	Name of Task 12											0
Task 13	Name of Task 13											0
Task 14	Name of Task 14											0
Task 15	Name of Task 15											0
Task 16	Name of Task 16											0
Task 17	Name of Task 17											0
Task 18	Name of Task 18											0
Task 19	Name of Task 19											0
Task 20	Name of Task 20											0
	<b>Technical Activities Subtotals</b>	0	0	0	0	0	0	0	0	0	0	0

  

Major Subcontractor #1	Direct Labor	Fringe Benefits	Materials	Equipment	Travel	Misc.	Minor Subcon- tractors	Indirect Overhead	G&A	Profit	Major Sub #1's Total Task Match Funds
<b>Match Funds Totals</b>	0	0	0	0	0	0	0	0	0	0	0
<b>Percent of the Total</b>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total project expenses =							0	Total overhead & profit =		0	

**Exhibit B, Table 2**  
**Major Subcontractor #2 Match Budget**

Budget for Match Funding Supplied by Major Subcontractor #2		Personal Services		Project Operating Expenses					Fees			Major Sub #2's Total Task Match Funds
Insert Name of Major Subcontractor #2:		Direct Labor	Fringe Benefits	Materials	Equipment	Travel	Misc.	Minor Subcon- tractors	Indirect Overhead	G&A	Profit	
1.0 Project Administration Activities												
1.1	Attend Kick-off Meeting											0
1.2	CPR Meetings											0
1.3	Final Meeting											0
1.4	Monthly Progress Reports											0
1.5	Test Plans, Technical Reports and Interim Deliverables	0	0	0	0	0	0	0	0	0	0	0
1.6	Final Report											0
1.6.1	Final Report Outline											0
1.6.2	Final Report											0
1.7	Identify and Obtain Matching Funds											0
1.8	Identify and Obtain Required Permits											0
1.9	Electronic File Format	0	0	0	0	0	0	0	0	0	0	0
1.10	Establish the PAC											0
1.11	Conduct PAC Meetings											0
	Administration Activities Subtotals	0	0	0	0	0	0	0	0	0	0	0
Project Technical Activities (Delete rows as necessary)												
Task 2	ZENH Design											0
Task 3	Innovative ZENH Business Models											0
Task 4	ZENH Demonstration											0
Task 5	ZENH Monitoring and Evaluation											0
Task 6	ZENH Market Sustainability											0
Task 7	Name of Task 7											0
Task 8	Name of Task 8											0
Task 9	Name of Task 9											0
Task 10	Name of Task 10											0
Task 11	Name of Task 11											0
Task 12	Name of Task 12											0
Task 13	Name of Task 13											0
Task 14	Name of Task 14											0
Task 15	Name of Task 15											0
Task 16	Name of Task 16											0
Task 17	Name of Task 17											0
Task 18	Name of Task 18											0
Task 19	Name of Task 19											0
Task 20	Name of Task 20											0
	Technical Activities Subtotals	0	0	0	0	0	0	0	0	0	0	0

Major Subcontractor #2	Direct Labor	Fringe Benefits	Materials	Equipment	Travel	Misc.	Minor Subcontractors	Indirect Overhead	G&A	Profit	Major Sub #2's Total Task Match Funds
Match Funds Totals	0	0	0	0	0	0	0	0	0	0	0
Percent of the Total	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
			Total project expenses =				0	Total overhead & profit =		0	



[illegible]

\*\*\*This PIER research program will not fund “public works” as defined by Public Contract Code section 1101, or Labor Code section 1720(c)(1)&(3). Therefore, contracts awarded under this solicitation are not subject to the prevailing wage requirements for “public works”.



[illegible]

\*\*\*This PIER research program will not fund “public works” as defined by Public Contract Code section 1101, or Labor Code section 1720(c)(1)&(3). Therefore, contracts awarded under this solicitation are not subject to the prevailing wage requirements for “public works”.

**Exhibit B, Table 4**  
**Prime Contractor's Calculation of Fringe Benefits, Indirect Overhead,**  
**General Administrative Expenses, and Profit Rates**

**Insert Name of Company or Organization**

Rates (percentages) for time intervals from the start of the project through the date as shown on the Std. 213.				Fringe Benefits (FB)	Indirect Overhead (OH)	General & Administrative (GA)	Profit (P) (10% Max)
From:		To:		%	%	%	%
From:		To:		%	%	%	%
From:		To:		%	%	%	%
From:		To:		%	%	%	%
From:		To:		%	%	%	%

Expense Items in the Budget Spreadsheets	Provide the formula that is used to calculate the amount that is shown in the budget for each of these categories.
Fringe Benefits	
Indirect Overhead	
General & Administrative	
Profit*	

[illegible]

\* Prime Contractor profit not allowed on Subcontractor invoices.



**Exhibit B, Table 4 Major Subcontractor #2**  
**Calculation of Fringe Benefits, Indirect Overhead,**  
**General Administrative Expenses, and Profit Rates**

**Insert Name of Major Subcontractor #2:**

Rates (percentages) for time intervals from the start of the project through the date as shown on the Std. 213.				Fringe Benefits (FB)	Indirect Overhead (OH)	General & Administrative (GA)	Profit (P) (10% Max)
From:		To:		%	%	%	%
From:		To:		%	%	%	%
From:		To:		%	%	%	%
From:		To:		%	%	%	%
From:		To:		%	%	%	%

Expense Items in the Budget Spreadsheets	Provide the formula that is used to calculate the amount that is shown in the budget for each of these categories.
Fringe Benefits	
Indirect Overhead	
General & Administrative	
Profit*	

List items you include in each category (e.g., vacation, retirement plan, telephone, secretarial, rent/lease, insurance, etc.)		
Fringe Benefits	Indirect Overhead	General & Administrative

\*Subcontractor profit is not allowed on Sub-subcontractor invoices.

**Exhibit B, Table 5**  
**Prime Contractor's**  
**Direct Labor Hours by Task**

Insert Name of Company or Organization

		Administrative Tasks (Hours)							
Name	Job Classification/Title	1.1 Attend Kick-Off Meeting	1.2 CPR Meetings	1.3 Final Meeting	1.4 Progress Reports	1.6 Final Report	1.10 Establish the PAC	1.11 Conduct PAC Meetings	Total by Person/ Position
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
<b>Totals</b>		0	0	0	0	0	0	0	0

**Exhibit B, Table 5  
Prime Contractor's  
Direct Labor Hours by Task**

Name	Job Classification/Title	Technical Tasks (Hours)										Total by Person/Position
		2 ZENH Design	3 Innovative ZENH Business Models	4 ZENH Demonstration	5 ZENH Monitoring and Evaluation	6 ZENH Market Sustainability	Name of Task 7	Name of Task 8	Name of Task 9	Name of Task 10	Name of Task 11	
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
<b>Totals</b>		0	0	0	0	0	0	0	0	0	0	0

**Exhibit B, Table 5**  
**Prime Contractor's**  
**Direct Labor Hours by Task**

Name	Job Classification/Title	Technical Tasks (Hours)									
		Name of Task 12	Name of Task 13	Name of Task 14	Name of Task 15	Name of Task 16	Name of Task 17	Name of Task 18	Name of Task 19	Name of Task 20	Total by Person/ Position
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
<b>Totals</b>		0	0	0	0	0	0	0	0	0	0

**Exhibit B, Table 5**  
**Key Subcontractor #1**  
**Direct Labor Hours by Task**

**Insert Name of Major Subcontractor #1**

		<b>Administrative Tasks (Hours)</b>							
<b>Name</b>	<b>Job Classification/Title</b>	<b>1.1 Attend Kick-Off Meeting</b>	<b>1.2 CPR Meetings</b>	<b>1.3 Final Meeting</b>	<b>1.4 Progress Reports</b>	<b>1.6 Final Report</b>	<b>1.10 Establish the PAC</b>	<b>1.11 Conduct PAC Meetings</b>	<b>Total by Person/ Position</b>
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
<b>Totals</b>		0	0	0	0	0	0	0	0



**Exhibit B, Table 5**  
**Key Subcontractor #1**  
**Direct Labor Hours by Task**

Name	Job Classification/Title	Technical Tasks (Hours)										
		2 ZENH Design	3 Innovativ e ZENH Business Models	4 ZENH Demonst ration	5 ZENH Monitorin g and Evaluation	6 ZENH Market Sustainabi lity	Name of Task 7	Name of Task 8	Name of Task 9	Name of Task 10	Name of Task 11	Total by Person/ Position
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
<b>Totals</b>		0	0	0	0	0	0	0	0	0	0	0

**Exhibit B, Table 5**  
**Key Subcontractor #1**  
**Direct Labor Hours by Task**

		Technical Tasks (Hours)									
Name	Job Classification/Title	Name of Task 12	Name of Task 13	Name of Task 14	Name of Task 15	Name of Task 16	Name of Task 17	Name of Task 18	Name of Task 19	Name of Task 20	Total by Person/ Position
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
Totals		0	0	0	0	0	0	0	0	0	0

**Exhibit B, Table 5**  
**Key Subcontractor #2**  
**Direct Labor Hours by Task**

Insert Name of Major Subcontractor #2:

Name	Job Classification/Title	Administrative Tasks (Hours)							Total by Person/Position
		1.1 Attend Kick-Off Meeting	1.2 CPR Meetings	1.3 Final Meeting	1.4 Progress Reports	1.6 Final Report	1.10 Establish the PAC	1.11 Conduct PAC Meetings	
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
<b>Totals</b>		0	0	0	0	0	0	0	0

**Exhibit B, Table 5**  
**Key Subcontractor #2**  
**Direct Labor Hours by Task**

		Technical Tasks (Hours)										
Name	Job Classification/Title	2 ZENH Design	3 Innovativ e ZENH Business Models	4 ZENH Demonst ration	5 ZENH Monitorin g and Evaluation	6 ZENH Market Sustainabi lity	Name of Task 7	Name of Task 8	Name of Task 9	Name of Task 10	Name of Task 11	Total by Person/ Position
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
<b>Totals</b>		0	0	0	0	0	0	0	0	0	0	0

**Exhibit B, Table 5**  
**Key Subcontractor #2**  
**Direct Labor Hours by Task**

Name	Job Classification/Title	Technical Tasks (Hours)									
		Name of Task 12	Name of Task 13	Name of Task 14	Name of Task 15	Name of Task 16	Name of Task 17	Name of Task 18	Name of Task 19	Name of Task 20	Total by Person/ Position
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
<b>Totals</b>		0	0	0	0	0	0	0	0	0	0

**Exhibit B, Table 6**  
**Pre-approved Travel, Equipment List, Materials List, and Miscellaneous Expenditures**

Pre-approved Travel List *				
Task No.	Trip Purpose	Location	Who	Amount
			<b>Total</b>	

\* Travel is reimbursed at state rates.

Equipment				
Task No.	Name of Equip.	Description	Purpose	Amount
			<b>Total</b>	

**Exhibit B, Table 6**  
**Pre-approved Travel, Equipment List, Materials List, and Miscellaneous Expenditures**

<b>Material(s)</b>		
<b>Task No.</b>	<b>Descriptions of Material(s)</b>	<b>Amount</b>
		<b>Total</b>

<b>Miscellaneous Expenditures</b>		
<b>Task No.</b>	<b>Descriptions of Expenditures</b>	<b>Amount</b>
		<b>Total</b>

## Exhibit F

### List of Contacts

**Commission Contract Manager:**

<name>  
 California Energy Commission  
 1516 Ninth Street, MS - 43  
 Sacramento, CA 95814  
 Phone: (916) ???-????  
 Fax: (916) ???-????  
 e-mail: ????????@energy.state.ca.us

**Contractor Project Manager:**

<name>  
 <address line 1>  
 <address line 2>  
 <address line 3>  
 Phone:  
 Fax:  
 e-mail:

**Commission Contracts Officer:**

Judith Eghan  
 California Energy Commission  
 1516 Ninth Street, MS - 18  
 Sacramento, CA 95814  
 Phone: (916) 654-4397  
 Fax: (916) 654-4423  
 e-mail: [jefhan@energy.state.ca.us](mailto:jefhan@energy.state.ca.us)

***Deliver confidential  
 deliverables to this location***

**Contractor Contract Officer:**

<name>  
 <address line 1>  
 <address line 2>  
 <address line 3>  
 Phone:  
 Fax:  
 e-mail:

**Invoices, Progress Reports and  
 Non-Confidential Deliverables to:**

Frank Taniguchi  
 Accounting Office  
 California Energy Commission  
 1516 Ninth Street, MS - 2  
 Sacramento, CA 95814  
 Phone: (916) 654-3906  
 Fax: (916) 653-1435  
 e-mail: [ftaniguc@energy.state.ca.us](mailto:ftaniguc@energy.state.ca.us)

**Contractor Accounting  
 Invoicing Contact:**

<name>  
 <address line 1>  
 <address line 2>  
 <address line 3>  
 Phone:  
 Fax:  
 e-mail:

**Commission Legal Notices:**

Cheryl Raedel  
 Manager, Contracts Office  
 California Energy Commission  
 1516 Ninth Street, MS -18  
 Sacramento, CA 95814  
 Phone: (916) 654-4392  
 Fax: (916) 654-4423  
 e-mail: [craedel@energy.state.ca.us](mailto:craedel@energy.state.ca.us)

**Contractor Legal Notices:**

<name>  
 <address line 1>  
 <address line 2>  
 <address line 3>  
  
 Phone:  
 Fax:  
 e-mail: